

**Benchmark Ib.3.3:** Develop and implement eWiSACWIS documentation and templates needed.

**Evidence of Completion:** Summary report of eWiSACWIS changes made


## **Subsidized Guardianship**

**Note:** In order to document all work for subsidized guardianship, an assignment to the case is needed.

### **Introduction**

The Subsidized Guardianship functionality in eWiSACWIS tracks children that are a part of the IV-E Subsidized Guardianship program. These children are currently a part of a family case and are placed in an out of home placement with a relative or like-kin. Once the decision has been made for the child to achieve permanence through a guardianship that is eligible for the Subsidized Guardianship program and all information is documented related to that eligibility, the child is deactivated from the biological family case for reason of 'Subsidized Guardianship' similar to how a child is deactivated from a case for reason of 'TPR.' Once a child is deactivated, an overnight process will end the current Out of Home Placement in the biological family case and will create a Subsidized Guardianship Service in the Subsidized Guardianship case. The following eWiSACWIS information supports the Subsidized Guardianship program and the creation of the Subsidized Guardianship case.

### **Documenting an Initial Subsidized Guardianship Determination**

1. From your desktop, go up to Create > Case Work or click the Case Work button . This will open the Create Case Work page.
2. On the Create Case Work page, select Subsidized Guardianship Eligibility from the Eligibility dropdown field. Then select the appropriate case and case participant. Click the Create button. This will open the Subsidized Guardianship Eligibility page.



3. Click the Insert button on the Subsidized Guardianship Eligibility page to create the initial Subsidized Guardianship Eligibility Determination. This will open the Subsidized Guardianship Eligibility Determination page.

Subsidized Guardianship Eligibility - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

**Child Information**  
Child Name: [Zeus, Boy \(9225635\)](#) DOB: 05/17/1999 Age: 12

**History**

Date	Type	Decision	DHA Decision	DHA Decision Date
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☐ View Not Approved/Made in Error

**Insert** **Close**

Done Local intranet | Protected Mode: Off 100%

4. On the Subsidized Guardianship Eligibility Determination page, select Initial from the Type of Determination drop-down and enter an Effective Date.
5. Make the appropriate Yes or No selection for each question listed on the page. If there is a narrative text field associated with a question, the narrative is only required when a question is answered Yes. Once all of the questions have been answered, click the Save button. The Eligibility Status will be updated to either 'Eligible' or 'Not Eligible.'

**Note:** If the child is not an Indian child then Question 3 will be ignored when determining the Subsidized Guardianship eligibility status. If the child is under the age of 14 then Question 6 will be ignored when determining the Subsidized Guardianship eligibility status.

6. After the Eligibility Status has been updated, select SG Eligibility Determination and Permanency Plan Addendum from the Options drop-down and click the Go button. This will launch the template associated with the initial determination. Once the template has been viewed and printed, close the template by clicking the Close and Return to eWiSACWIS button.

**Subsidized Guardianship Eligibility Determination -- Webpage Dialog**

**eWiSACWIS** TM Print Spell Check ABC Help ?

**Child Information**

Child Name: [Zeus, Boy \(9225635\)](#) DOB: 05/17/1999 Age: 12

Type of Determination: **Initial** Effective Date: **02/01/2012** Eligibility Status: Pending

**Child Eligibility**

Question 1:

☐ Yes ☒ No Has the child removed from his or her home pursuant to a voluntary placement agreement under s.48.63 or under a substantially similar tribal law or under a court order containing a finding that continued placement of the child in his or her home would be contrary to the welfare of the child?

Describe.

Question 2:

☐ Yes ☒ No Has reunification and adoption been determined not to be appropriate permanency options for the child?

Describe the efforts made to reunify the child and the determination that reunification is not in the child's or Indian child's best interests.

Describe the steps taken to determine the adoption is not in the child's or Indian child's best interests and the reasons why the adoption is not being pursued. Include the efforts made to discuss adoption with the child's prospective guardian as a more permanent alternative to guardianship and in the case of a relative foster parent who has chosen not to pursue adoption, documentation of the reasons why.

Options: **Go** **Save** **Close**

7. Once the eligibility status has been determined the determination record can be approved. Select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button and click Continue. You are returned to the Subsidized Guardianship Eligibility Determination page. Click Save to send the determination for approval to your supervisor.
8. Click Close to return to the Subsidized Guardianship Eligibility page.

Subsidized Guardianship Eligibility - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

**Child Information**  
 Child Name: [Zeus, Boy \(9225635\)](#) DOB: 05/17/1999 Age: 12

**History**


Date	Type	Decision	DHA Decision	DHA Decision Date
02/01/2012	Initial	Eligible		

☐ View Not Approved/Made in Error


[Insert](#) [Close](#)


Done Local intranet | Protected Mode: Off 100%


9. On the Subsidized Guardianship Eligibility page, click Close.
10. A link to the Subsidized Guardianship Eligibility record for the child will display under the Eligibility section of the case outliner.


 [Zeus, Mother \(9222665\)](#) [Actions](#)


Child Welfare 09/10/2009 Cat, Chris Milwaukee-Region 1 1 Heaven, Milwaukee, WI 53217 FSL: Low

 Assets and Income


 Assignment

 Eligibility

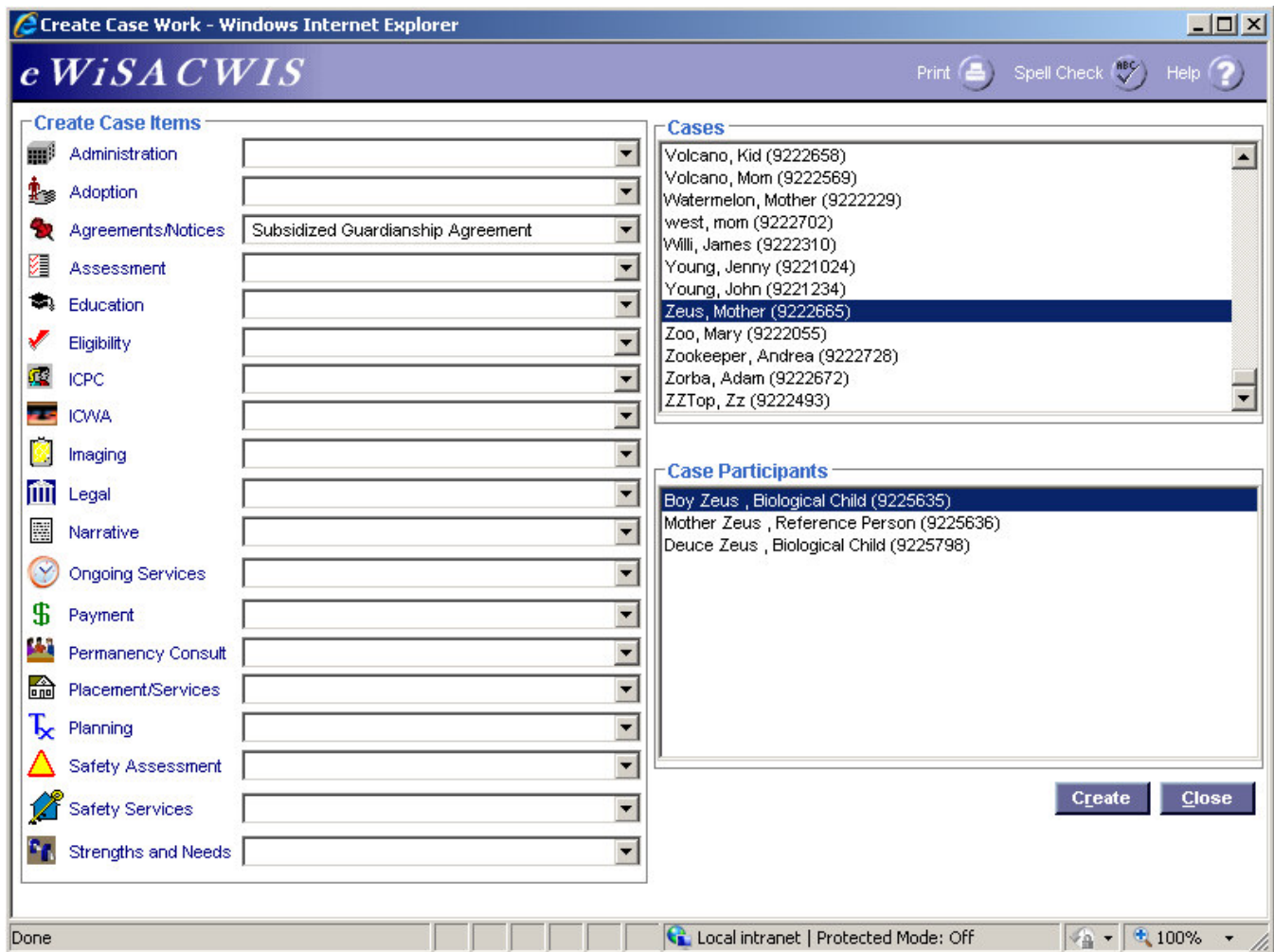
 [Medicaid Eligibility Determination 12/15/2010 Zeus, Boy Approved](#)

 [Subsidized Guardianship Eligibility 02/01/2012 Zeus, Boy Eligible](#)

## Creating a Subsidized Guardianship Agreement

1. From your desktop, go up to Create > Case Work or click the Case Work button . This will open the Create Case Work page.
2. On the Create Case Work page, select Subsidized Guardianship Agreement from the Agreements/Notices drop-down. Select the appropriate Case and the Case Participant. Click Create. This will open the Subsidized Guardianship Agreement page.

**Note:** The Subsidized Guardianship Agreement can only be created in the case that houses the Out of Home Placement and only if a CANS and Foster Care Rate (except Level 1) was created for that placement.



The screenshot shows the 'Create Case Work' web application in a Windows Internet Explorer browser window. The application has a purple header bar with the 'eWiSACWIS' logo and navigation links for 'Print', 'Spell Check', 'ABC', and 'Help'. The main content area is divided into three sections:

- Create Case Items:** A list of categories with corresponding icons and dropdown menus. The 'Agreements/Notices' dropdown is selected, showing 'Subsidized Guardianship Agreement'.
- Cases:** A list of cases with their IDs. 'Zeus, Mother (9222665)' is highlighted.
- Case Participants:** A list of participants for the selected case. 'Boy Zeus, Biological Child (9225635)' is highlighted.

At the bottom right of the main content area are 'Create' and 'Close' buttons. The browser's status bar at the bottom shows 'Done', 'Local intranet | Protected Mode: Off', and a zoom level of '100%'.

3. The Agreement Information group box captures basic information about the Subsidized Guardianship Agreement. The Provider name field pre-fills with the name of the provider the child is currently placed with or last placed with. The Estimated End Date field is pre-filled with the child's 18<sup>th</sup> birthday. The Date of Agreement is required. Enter the date. The Description field is required and used to capture a description of the Provider Relationship. If applicable, type the name of the Subsequent Guardian in the Subsequent Guardian field. The agreement payment amount in the Agreement Amount field is system derived from the total of the Basic, Supplemental, and Exceptional amounts.

**Note:** The provider associated with the agreement will automatically have the subsidized guardianship service type associated with it once the agreement is approved if the provider status is open. If the provider status is not open, the service type will need to be manually added. An overnight eWiSACWIS process will use the agreement information to setup the effective date, provider, and payment amount in the Subsidized Guardianship case once the child is deactivated from the biological case.

The screenshot shows a web browser window titled "Subsidized Guardianship Agreement - Windows Internet Explorer". The page header features the "eWiSACWIS" logo and navigation links for "TM", "Print", "Spell Check", and "Help".

The main content area is divided into three sections:

- Agreement Information:** This section contains several fields:
  - Case Participant: [Zeus, Boy \(9225635\)](#)
  - Agreement Type: Subsidized Guardianship Agreement (dropdown menu)
  - Provider Name: [Zeus, Auntie Zeus \(9221774\)](#)
  - Description: (empty text box)
  - Subsequent Guardian: (empty text box)
  - Date of Agreement: 00/00/0000
  - Estimated End Date: 05/17/2017
  - Agreement Amount: \$0.00
  - County: Green (dropdown menu)
- Supplemental Rate:** This section displays summary information:
  - CANS Effective Date: 10/03/2011
  - Supplemental Points: 10
  - Supplemental Rate: \$55.00
- Payment Information:** This section includes:
  - Basic: \$0.00
  - Supplemental: \$55.00
  - Exceptional: ☐ \$0.00
  - Payment Justification: (large empty text area)

At the bottom of the form, there is an "Options:" dropdown menu, a "Go" button, and "Save" and "Close" buttons.

The browser's status bar at the bottom shows "Done", "Local intranet | Protected Mode: Off", and a zoom level of "100%".



4. The data in the Supplemental Rate group box is system derived based on the child's most recently approved CANS linked to the child's most recently approved placement. In the Payment Information group box, the Basic field is pre-filled based on the uniform foster care rate for the child's age as of the Date of Agreement. Selecting the Exceptional checkbox will require an exceptional amount to be entered and a Payment Justification.
5. Once all applicable data has been entered, select Subsidized Guardianship Agreement from the Options drop-down and click Go to open the template.
6. Select the Approval option via the Options drop-down and click Go to approve the agreement. On the Approval History page, select the Approve radio button and click Continue to return to the Subsidized Guardianship Agreement page. Click Save and Close.

The screenshot shows a web browser window titled "Subsidized Guardianship Agreement - Windows Internet Explorer". The page header features the "eWiSACWIS" logo and navigation links: TM, Print, Spell Check, and Help. The form is divided into three main sections:

- Agreement Information:** Contains fields for Case Participant (Zeus, Boy (9225635)), Agreement Type (Subsidized Guardianship Agreement), Provider Name (Zeus, Auntie Zeus (9221774)), Description (Maternal aunt), Subsequent Guardian (empty), Date of Agreement (02/15/2012), Estimated End Date (05/17/2017), Agreement Amount (\$455.00), and County (Green).
- Supplemental Rate:** Displays CANS Effective Date (10/03/2011), Supplemental Points (10), and Supplemental Rate (\$55.00).
- Payment Information:** Shows Basic (\$400.00) and Supplemental (\$55.00) rates. It includes an "Exceptional" checkbox with a value of \$0.00 and a large text area for "Payment Justification".

At the bottom of the form, there is an "Options:" dropdown menu with a "Go" button next to it. To the right of the form are "Save" and "Close" buttons. The browser's status bar at the bottom indicates "Done", "Local intranet | Protected Mode: Off", and a zoom level of "100%".



## Creating a Legal Action Record for Subsidized Guardianship

1. From your desktop, open the child's Legal Record. See the Legal Record Quick Reference Guide in order to create a Legal Record.

The screenshot shows the eWiSACWIS main menu. At the top, there is a navigation bar with icons for Case Work, Provider Work, Search, Refresh, and Print. Below this is a secondary menu with links: Create, Maintain, Utilities, Adoption Search, and Help. The main content area displays a folder icon next to the text "Zeus, Mother (9222665)" and a link to "Actions". Under "Actions", there is a list of options: Child Welfare, Access Reports, Assets and Income, Assignment, Eligibility, Legal, Legal Record (highlighted with a blue bar), Placements, Planning, and Related People. The "Legal Record" option is the one to be selected.

2. On the Legal Record page, click the Create Legal Action button.

The screenshot shows the eWiSACWIS Legal Record page. At the top, there is a navigation bar with icons for Print, Spell Check, and Help. Below this is a section titled "General Information" with fields for Participant Name, Person ID, Participant DOB, Case Name, and Case ID. The "Legal Record" section contains two tables. The first table shows a "Legal Action: Guardianship Petition" with a "Date: 01/01/2011" and a "Legal Status Result" of "New Legal Status". The second table shows a "Legal Action: Temporary Physical Custody Hearing" with a "Date: 10/01/2010" and a "Legal Status Result" of "New Legal Status". The "Legal Documents" section contains a table with columns for "Legal Document Name", "Role in the Document", "Created", and "Approved". At the bottom of the page, there are buttons for "Create Legal Action", "Print Record", "Save", and "Close".

Legal Action	Date	Legal Status Result	New Legal Status	Hearing Date
Legal Action: Guardianship Petition	01/01/2011	New Legal Status		
Petition Granted		Guard. to Relative/Caretaker (48.977)		02/20/2011
Legal Action: Temporary Physical Custody Hearing	10/01/2010	New Legal Status		
Request Granted		Temporary Physical Custody with Agency		10/31/2010

Legal Document Name	Role in the Document	Created	Approved
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11/01

Create Legal Action Print Record Save Close

3. On the Copy Legal Action page, click Create.

Legal Action Copy -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**Case Information**

Case Participant: Zeus, Boy Person ID: 9225635

**Legal Action Selection**

Legal Action Initiated	Participant	Date	
Guardianship Petition	Zeus, Boy	01/01/2011	<a href="#">Copy</a>
Temporary Physical Custody Hearing	Zeus, Boy	10/01/2010	<a href="#">Copy</a>

01/01/20

Create Close

4. On the Legal Action page, enter data in the required fields for the Subsidized Guardianship action. Click Save and Close.

Legal Action -- Webpage Dialog

**eWiSACWIS** Print Spell Check REC Help ?

**General Information**

Case Participant: Zeus, Boy Worker: Green, Supervisor [ICWA qualified experts](#)

**Legal Action Details**

Legal Action Initiated: Subsidized Guardianship Court: Circuit

Judge: Judge's Name Court 2: Green County Circuit Court, Green County

Commissioner: Commissioner's Name Branch: 1

Tribal Contact:

**Court Number(s)**

Year	Code	Court Number	
11	GU	2343	Delete

Insert

**Legal Action Dates**

Legal Action Request / Referred to DA or Corp. Counsel: 12/01/2011

Consult Occurred: 00/00/0000 ☐ Decision Made Not to File

Follow-up Information Submitted: 00/00/0000

Filed: 00/00/0000

**Additional Information**

Options: Go Save Close

- On the Legal Record page, click the Create Legal Status hyperlink next to the associated Subsidized Guardianship Legal Action.

Legal Record - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

**General Information**

Participant Name: Zeus, Boy Person ID: 9225635 Participant DOB: 05/17/1999  
Case Name: Zeus, Mother Case ID: 9222665

**Legal Record**

Legal Action	Date	Edit	Create Legal Status
Subsidized Guardianship	12/01/2011	<a href="#">Edit</a>	<a href="#">Create Legal Status</a>
Legal Status Result	New Legal Status	Hearing Date	
Legal Action	Date	Edit	Create Legal Status
Guardianship Petition	01/01/2011	<a href="#">Edit</a>	<a href="#">Create Legal Status</a>
Legal Status Result	New Legal Status	Hearing Date	
Petition Granted	Guard. to Relative/Caretaker (48.977)	02/20/2011	<a href="#">Edit</a>
Legal Action	Date	Edit	Create Legal Status
Temporary Physical Custody Hearing	10/01/2010	<a href="#">Edit</a>	<a href="#">Create Legal Status</a>
Legal Status Result	New Legal Status	Hearing Date	
Request Granted	Temporary Physical Custody with Agency	10/31/2010	<a href="#">Edit</a>

Opens the Legal Status Copy

**Legal Documents**

Legal Document Name	Role in the Document	Created	Approved

[Create Legal Action](#) [Print Record](#) [Save](#) [Close](#)

Done Local intranet | Protected Mode: Off 100%

- On the Legal Action Copy page, click the Create button.

Legal Status Copy -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**Case Information**

Case Participant: Zeus, Boy Person ID: 9225635

**Legal Status Selection**

Legal Action Initiated	Result	New Legal Status	Hearing Date	Participant	
Guardianship Petition	Petition Granted	Guard. to Relative/Caretaker (48.977)	02/20/2011	Zeus, Boy	<a href="#">Copy</a>
Temporary Physical Custody Hearing	Request Granted	Temporary Physical Custody with Agency	10/31/2010	Zeus, Boy	<a href="#">Copy</a>

[Create](#) [Close](#)

7. On the Legal Status page, enter data in the required fields. Select Guard. To Relative/Caregiver (48.977) for the New Legal Status. Click Save then Close. Then click Close on the Legal Record page to return to your desktop.

Legal Status -- Webpage Dialog

**eWiSACWIS** Print Spell Check REC Help ?

**Case Participant**  
Name: Zeus, Boy Previous Legal Status: Guard. to Relative/Caretaker (48.977)

**Court Outcome**  
Legal Action: Subsidized Guardianship Result: Petition Granted  
Applies To: Child Court: Circuit  
Judge: Judge's Name Court 2: Green County Circuit Court, Green County  
Commissioner: Commissioner's Name Branch: 1  
Tribal Contact:  
New Legal Status: Guard. to Relative/Caretaker (48.977) ☐ Protective Custody ☐ Under Appeal


**Initial Removal Court Findings**  
☐ CTW finding made (Continued placement of the child in his or her home would be contrary to the welfare of the child.)  
☐ REPR finding made (Reasonable efforts finding to prevent the removal of the child from the home were made.)

**Court Numbers**  
11GU2343

**Legal Status Dates**  
Hearing/Legal Status Date: 02/20/2012 ☒ Verified? Next Court Date: 00/00/0000  
Date Filed/Served: 00/00/0000 ☐ Court Report Due: 00/00/0000 ☐  
Order Expiration Date: 00/00/0000 Court Report Submitted: 00/00/0000

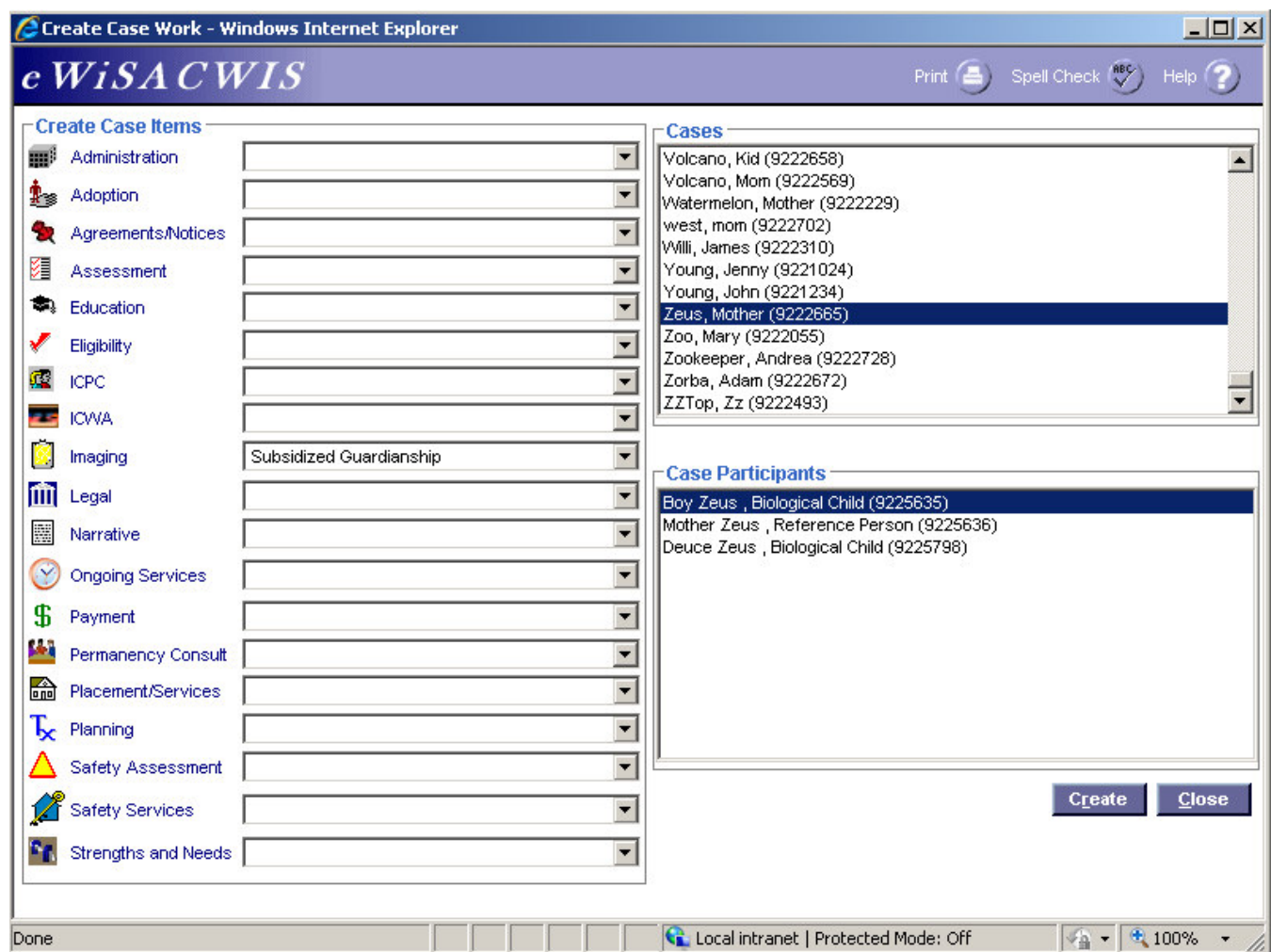
Save Close

## Creating Imaging Records for Subsidized Guardianship

1. From your desktop, go up to Create > Case Work or click the Case Work button . This will open the Create Case Work page.

**Note:** The Imaging page can also be accessed via the Imaging Search page. Please see the associated Imaging Quick Reference Guide.

2. On the Create Case Work page, select Subsidized Guardianship from the Imaging drop-down. Select the appropriate Case and the Case Participant. Click Create. This will open the Imaging page.



The screenshot shows the 'Create Case Work' web application in a Windows Internet Explorer browser window. The application has a purple header bar with the 'eWiSACWIS' logo and navigation links for 'Print', 'Spell Check', 'REC', and 'Help'. The main content area is divided into two columns. The left column, titled 'Create Case Items', contains a list of service categories with corresponding icons and dropdown menus. The 'Imaging' category is selected, showing 'Subsidized Guardianship' in its dropdown. The right column contains two sections: 'Cases' and 'Case Participants'. The 'Cases' section lists several cases, with 'Zeus, Mother (9222665)' highlighted. The 'Case Participants' section lists three participants, with 'Boy Zeus , Biological Child (9225635)' highlighted. At the bottom right of the right column are 'Create' and 'Close' buttons. The browser's status bar at the bottom shows 'Done', 'Local intranet | Protected Mode: Off', and a zoom level of '100%'.

Create Case Items	
Administration	
Adoption	
Agreements/Notices	
Assessment	
Education	
Eligibility	
ICPC	
ICWA	
Imaging	Subsidized Guardianship
Legal	
Narrative	
Ongoing Services	
Payment	
Permanency Consult	
Placement/Services	
Planning	
Safety Assessment	
Safety Services	
Strengths and Needs	

Cases
Volcano, Kid (9222658)
Volcano, Mom (9222569)
Watermelon, Mother (9222229)
west, mom (9222702)
Willi, James (9222310)
Young, Jenny (9221024)
Young, John (9221234)
<b>Zeus, Mother (9222665)</b>
Zoo, Mary (9222055)
Zookeeper, Andrea (9222728)
Zorba, Adam (9222672)
ZZTop, Zz (9222493)

Case Participants
<b>Boy Zeus , Biological Child (9225635)</b>
Mother Zeus , Reference Person (9225636)
Deuce Zeus , Biological Child (9225798)

**Create** **Close**

3. For Subsidized Guardianship, imaging records must be created under the Subsidized Guardianship category with a Date of Document that falls within the past 6 months prior to deactivating the child to create the Subsidized Guardianship case. There are 7 types of Subsidized Guardianship documents: BadgerCare+/Medicaid Health Insurance Form (F-10115), Guardianship Order, Initial Court Order, Most Recent Court Order, Signed Subsidized Guardianship Agreement (DCF-F-CFS2365-E), Signed UFCR Setting (DCF-F-CFS834-E), and Signed Subsidized Guardianship Eligibility Determination and Permanency Plan Addendum (DCF-F-2691-E).

**Note:** For the Initial Court Order, enter today's date as the Date of Document. If the Most Recent Court Order is also more than 6 months ago, enter today's date as the Date of Document.

The screenshot shows the eWiSACWIS web application running in a Windows Internet Explorer browser. The interface is divided into two main sections: Case Details and Image Details.

**Case Details:**

- Case: Zeus, Mother (9222665)
- Worker: Supervisor Green

**Image Details:**

- Date of Document: 10/04/2011
- Category: Subsidized Guardianship
- Type: BadgerCare+/MedicaidHealthIns (F-10115) (dropdown menu)
- File Name: BadgerCare-child9226064.doc [View](#)
- Comments: (text area)
- Last Updated By: (text area)

**Participants:**

- Zeus, Boy (Bio Child) (highlighted)
- Zeus, Deuce (Bio Child)
- Zeus, Mother (Reference Person)

Hold down the 'Ctrl' key for multi-selection

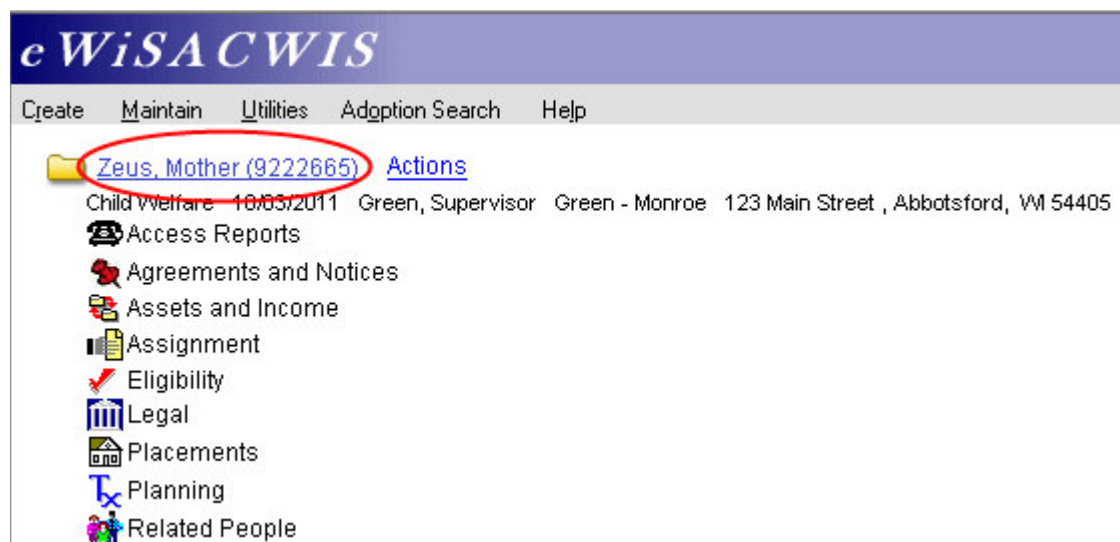
**Buttons:** Create, Save, Close, Delete

**Footer:** Done, Local intranet | Protected Mode: Off, 100%



## Deactivating a Child Due to Subsidized Guardianship

1. From your desktop, click on the appropriate case name for the child who is to be deactivated for Subsidized Guardianship. This will open the Maintain Case page.



2. On the Maintain Case page, select the DeActivate hyperlink for the child who is to be deactivated for reason of Subsidized Guardianship.

The screenshot shows the 'Maintain Case - ID: 9222665' page in a Windows Internet Explorer browser. The page header includes the eWiSACWIS logo and links for Print, Spell Check, and Help. The case details section shows the Name as 'Zeus, Mother', Case Type as 'Child Welfare', Status as 'Open', and Date as '10/03/2011'. The County is 'Green' and the Site/Region is 'Green - Monroe'. Below this, there are fields for CARES Case #, County Case #, and a checkbox for 'Restricted'. The main section is titled 'Participants' and contains a table of 'Active Participants'.

Name	Rsp	Hshld	DOB	Gndr	Relationship	Legal	Prg		
<a href="#">Zeus, Boy (9225635)</a>	<input checked="" type="checkbox"/>	Y	05/17/1999	M	Biological Child	<a href="#">Guard. to Relative (48.977)</a>	N	<a href="#">DeActivate</a>	<a href="#">Remove</a>
<a href="#">Zeus, Deuce (9225798)</a>	<input checked="" type="checkbox"/>	Y	03/03/2007	F	Biological Child	N/A	N	<a href="#">DeActivate</a>	<a href="#">Remove</a>
<a href="#">Zeus, Mother (9225636)</a>	<input checked="" type="checkbox"/>	Y	06/01/1977	F	Reference Person	N/A	N	<a href="#">DeActivate</a>	<a href="#">Remove</a>

Number of Household Members: 3

Options:  Go

Buttons: Save, Close

- On the Participant Status page, select 'Subsidized Guardianship' from the Reason drop-down field. The Effective Date field will populate with the date that was entered in the Hearing/Legal Status Date field on the Legal Status page. The date can be modified, but cannot be prior to the Hearing/Legal Status Date recorded on the Subsidized Guardianship legal status record.

**Note:** This Effective Date will be the Begin Date for the Subsidized Guardianship Service that is created by an overnight eWiSACWIS process.

Participant Status -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**Participant Status**

Action Requested: DeActivate  
Name: Zeus, Boy  
Worker: Supervisor Green  
Reason: Subsidized Guardianship  
Date: 02/22/2012  
Effective Date: 02/20/2012

**New SG Case**

Case Type: Subsidized Guardianship  
**County:** Green  
Site/Region: Green - Monroe

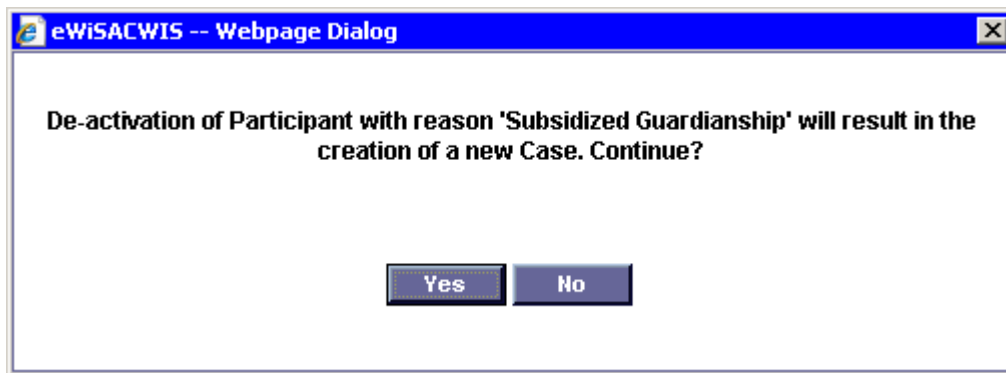
**Participant History**

Status	Effective Date	Reason	Worker
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Save Close

- In the New SG Case group box, the Case Type, County, and Site/Region will pre-fill from the Maintain Case page. Once you have verified all information is accurate, click Save.
- Selecting Save will ensure eWiSACWIS has the necessary information to create the Subsidized Guardianship Service. In order to get this information, eWiSACWIS processes the following edits:
  - Ensures eWiSACWIS pulls the Subsidized Guardianship provider and the payment amount: eWiSACWIS verifies the child and case have an approved Subsidized Guardianship Agreement. If the agreement is missing, pending, or not approved an error message will display.
  - Ensures that AFCARS errors have been corrected: eWiSACWIS verifies that the child does not have any AFCARS/Foster Care ticklers.
  - Ensures that the provider identified on the Subsidized Guardianship Agreement has Subsidized Guardianship Service Types: If the provider does not have the Subsidized Guardianship service types, an error message will display.
  - Ensures that the child's age is under 18: eWiSACWIS verifies that the child is not over the age of 18.

- Verifies the child and case have the following imaging records created under the Subsidized Guardianship category and the Date of Document falls in the past six months (based on current system date):
    - BadgerCare+/Medicaid Health Insurance Form (F-10115)
    - Guardianship Order
    - Initial Court Order
    - Most Recent Court Order
    - Signed Subsidized Guardianship Agreement (DCF-F-CFS2365-E)
    - Signed UFCR Setting (DCF-F-CFS834-E)
    - Signed Subsidized Guardianship Eligibility Determination and Permanency Plan Addendum (DCF-F-2691-E).
  - Verifies that the child and case have a legal status record that has a) Legal Action as 'Subsidized Guardianship', b) New Legal Status as 'Guard. To Relative/Caretaker (48.977)', and c) Result as 'Petition Granted.'
6. Once you click the Save button, the following pop up message will appear. Click the Yes button if you want to continue with the Subsidized Guardianship process.



7. Selecting Yes to the above question will automatically create a new case for the child who has been deactivated and will immediately display the Maintain Case page for the new case. In addition, the Subsidized Guardianship case will automatically be assigned to the worker who deactivated the child (and to the State Subsidized Guardianship Default Worker for Milwaukee only) as soon as the above steps are completed. The child's new case will appear on the desktop of the worker that deactivated the child for reason of 'Subsidized Guardianship' (except for Milwaukee County workers). Click Close.

Maintain Case - ID: 9222749 Windows Internet Explorer

**eWiSACWIS** Print Spell Check REC Help

**Case: 9222749**

Name: Zeus, Boy Case Type: Subsidized Guardianship Status: Open 02/20/2012

County: Green Site/Region: Green - Monroe

CARES Case #: County Case #: ☐ Restricted Designation: Details

**Participants** Address Collaterals Closing/Merge History

**Active Participants**

Name	Rsp	Hshld	DOB	Gender	Relationship	Legal	Prg		
<a href="#">Zeus, Boy (9225635)</a>	<input checked="" type="checkbox"/>	U	05/17/1999	Male	Reference Person	N/A	N	<a href="#">DeActivate</a>	<a href="#">Remove</a>

Number of Household Members: 0 [Insert](#)

[Inactive Participants](#)

Options:  [Go](#) [Save](#) [Close](#)

- You will be returned to the Participant Status page. Click Close.

Participant Status -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**Participant Status**

Action Requested: DeActivate

Name: Zeus, Boy

Worker: Supervisor Green

Reason: Subsidized Guardianship

Date: 02/22/2012

Effective Date: 02/20/2012

**New SG Case**

Case Type: Subsidized Guardianship

County: Green

Site/Region: Green - Monroe

**Participant History**

Status	Effective Date	Reason	Worker
Active	10/03/2011	null	Green,Supervisor
(SG)	02/20/2012	Subsidized Guardianship	Green,Supervisor

Save Close

- You will return to the Maintain Case page where the subsidized guardianship child is now listed as an inactive participant. Click Close to return to your desktop.

Maintain Case - ID:9222665 - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

Case: 9222665

Name: Zeus, Mother Case Type: Child Welfare Status: Open 10/03/2011

County: Green Site/Region: Green - Monroe

CARES Case #: County Case #: Restricted Designation: Details

**Participants** Address Collaterals Closing/Merge History

**Active Participants**

Name	Rsp	Hshld	DOB	Gndr	Relationship	Legal	Prg	
<a href="#">Zeus, Deuce (9225798)</a>	<input checked="" type="checkbox"/>	Y	03/03/2007	F	Biological Child	N/A	N	<a href="#">DeActivate</a> <a href="#">Remove</a>
<a href="#">Zeus, Mother (9225636)</a>	<input checked="" type="checkbox"/>	Y	06/01/1977	F	Reference Person	N/A	N	<a href="#">DeActivate</a> <a href="#">Remove</a>

Number of Household Members: 2 [Insert](#)

**Inactive Participants**

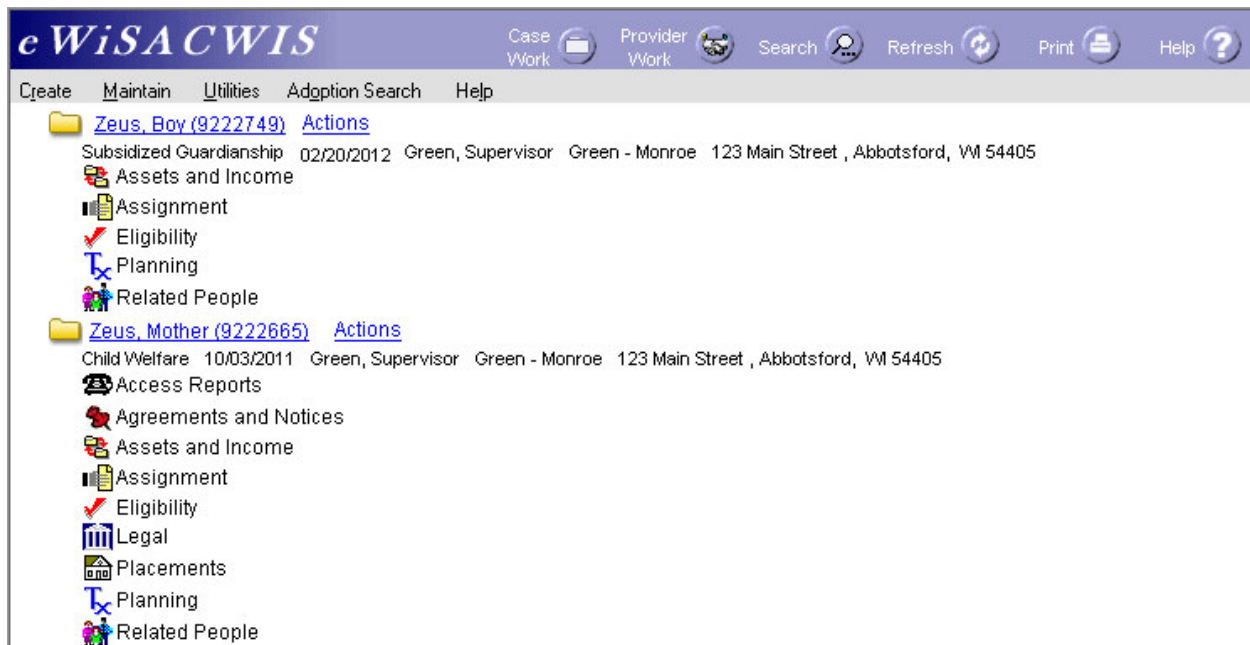
**Inactive Participants**

Name	Rsp	Hshld	DOB	Gndr	Relationship	Legal	Prg	
<a href="#">Zeus, Boy (9225635)</a>	<input checked="" type="checkbox"/>	Y	05/17/1999	M	Biological Child	<a href="#">Guard. to Relative! (48.977)</a>	N	<a href="#">(SG)</a>

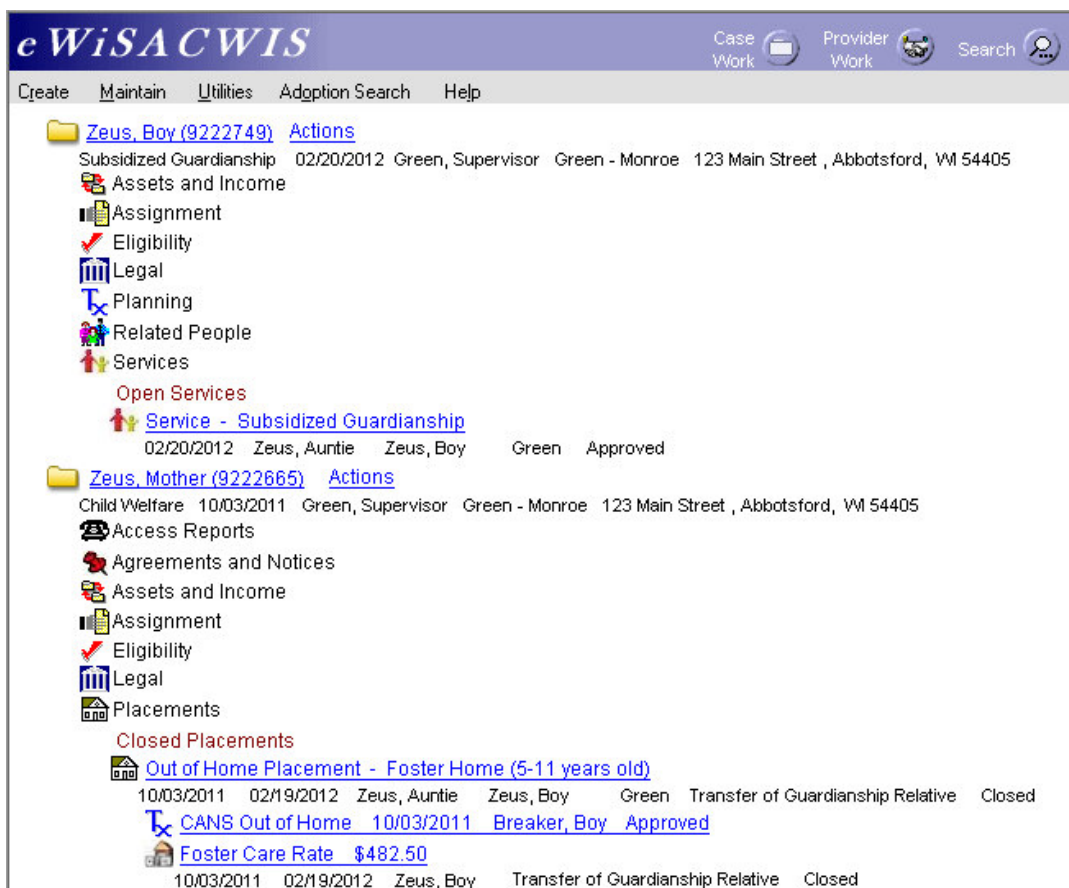
Options: [Go](#) [Save](#) [Close](#)

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10. The information specific to the child in the family case will be copied over to the child's Subsidized Guardianship case through an overnight eWiSACWIS process. The process ends the Out of Home Placement in the biological family case and creates a Service with a Subsidized Guardianship service type in the Subsidized Guardianship case. To access the Subsidized Guardianship case (without the information copied over yet), refresh your desktop by clicking the Cases icon.



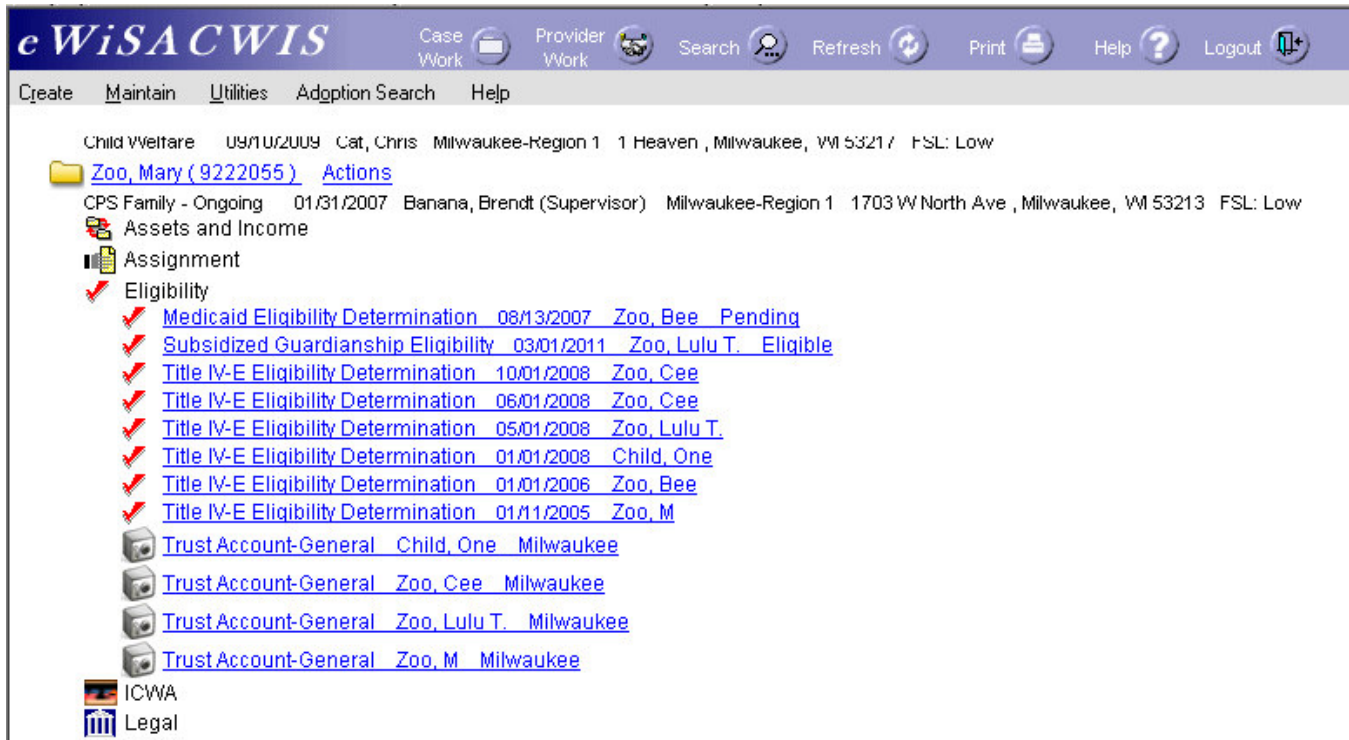
11. Once the overnight process has occurred, you can access the Subsidized Guardianship case with the copied information.





## Documenting an Annual Review Determination or a Change in Circumstance(s)

1. To document the annual review of continued Subsidized Guardianship eligibility [or a change in circumstance(s)], access the Subsidized Guardianship Eligibility page by clicking the Subsidized Guardianship Eligibility link under the Eligibility section of the child's Subsidized Guardianship case.



The screenshot displays the eWiSACWIS web application interface. The top navigation bar includes links for Case Work, Provider Work, Search, Refresh, Print, Help, and Logout. Below this, a secondary navigation bar contains links for Create, Maintain, Utilities, Adoption Search, and Help. The main content area shows a list of cases for Child Welfare, with the first case being "Zoo, Mary (9222055)". Under this case, there is a section for "Eligibility" which lists several determinations:

- Medicaid Eligibility Determination 08/13/2007 Zoo, Bee Pending
- Subsidized Guardianship Eligibility 03/01/2011 Zoo, Lulu T. Eligible
- Title IV-E Eligibility Determination 10/01/2008 Zoo, Cee
- Title IV-E Eligibility Determination 06/01/2008 Zoo, Cee
- Title IV-E Eligibility Determination 05/01/2008 Zoo, Lulu T.
- Title IV-E Eligibility Determination 01/01/2008 Child, One
- Title IV-E Eligibility Determination 01/01/2006 Zoo, Bee
- Title IV-E Eligibility Determination 01/11/2005 Zoo, M

Below the eligibility determinations, there are links for "Trust Account-General" for each of the children listed: Child, One Milwaukee; Zoo, Cee Milwaukee; Zoo, Lulu T. Milwaukee; and Zoo, M Milwaukee. At the bottom of the page, there are links for ICWA and Legal.

**Note:** If this is the first determination being documented for the child (an initial determination does not exist), create a new Subsidized Guardianship Eligibility page by selecting Subsidized Guardianship Eligibility from the Eligibility drop-down on the Create Case Work page.



- Click the Insert button on the Subsidized Guardianship Eligibility page to open a new Subsidized Guardianship Eligibility Determination page.

Subsidized Guardianship Eligibility - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

**Child Information**  
Child Name: [Zoo, Lulu T. \(92222222\)](#) DOB: 07/06/1998 Age: 13

**History**

Date	Type	Decision	DHA Decision	DHA Decision Date
03/01/2011	Initial	Eligible		<a href="#">View</a>

☐ View Not Approved/Made in Error

**Insert** **Close**

Done Local intranet | Protected Mode: Off 100%

3. Select Annual Review [or Change in Circumstance(s)] from the Type of Determination drop-down. Enter a date in the Effective Date field.

**Subsidized Guardianship Eligibility Determination -- Webpage Dialog**

**eWiSACWIS** TM Print Spell Check Help

**Child Information**

Child Name: [Zoo, Lulu T. \(92222222\)](#) DOB: 07/06/1998 Age: 13

Type of Determination: **Annual Review** Effective Date: **02/29/2012** Eligibility Status: Pending

**Annual Review**

Question 1:  
☒ Yes ☐ No Has the family's address changed? If yes, indicate the date of the change. Date: **00/00/0000**

Question 2:  
☐ Yes ☐ No Has there been a change in the child's guardian? If yes, indicate the date of the change.

Question 3:  
☐ Yes ☐ No Has the guardian stopped supporting the child or has legal responsibility for the child ended? If yes, indicate the date of the change.

Question 4:  
☐ Yes ☐ No Has the child graduated, completed, or dropped out from a full-time K-12 educational program or its equivalent? If yes, indicate the date of the change.

Question 5:  
☐ Yes ☐ No Has the child been removed from the care of the guardian(s) and placed into out-of-home care? If yes, indicate the date of the change.

Question 6:  
☐ Yes ☐ No Has there been a change in health insurance benefits? If yes, indicate the date of the change.

**DHA - Override Determination**

Options:

**Save Close**

4. Make the appropriate Yes or No selection for each question. When a question is answered Yes, a Date field will be displayed beside that question. When the Date field appears, a date is required.
5. Once all of the questions have been answered Yes or No, click the Save button. The Eligibility Status will be updated to 'Continue Payment', 'Suspend Payment', or 'Terminate.'
6. After the Eligibility Status has been determined, the determination record can be approved. Select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button and click Continue. You are returned to the Subsidized Guardianship Eligibility Determination page. Click Save to send the determination for approval to your supervisor.
7. Click Close to return to the Subsidized Guardianship Eligibility page.

Subsidized Guardianship Eligibility - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

**Child Information**  
 Child Name: [Zoo, Lulu T. \(92222222\)](#) DOB: 07/06/1998 Age: 13

**History**

Date	Type	Decision	DHA Decision	DHA Decision Date	
03/01/2011	Initial	Eligible			<a href="#">View</a>
02/29/2012	Annual Review	Continue Payment			<a href="#">View</a>

☐ View Not Approved/Made in Error

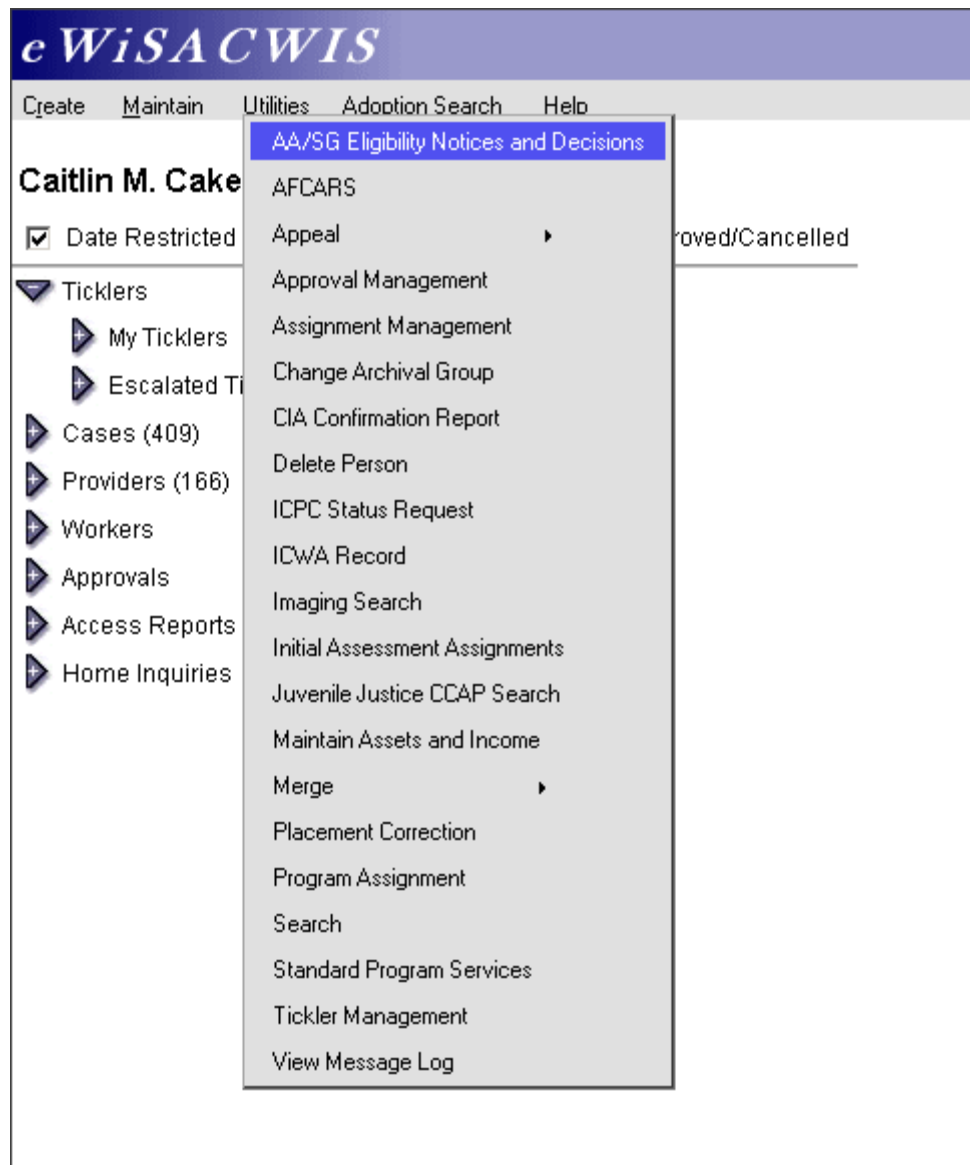
**Insert Close**

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8. Click Close to return to the desktop.

## Subsidized Guardianship Notices and Decisions

1. There are two forms that are must be sent out to the guardians when the child is approaching age 18. To access these forms, select Utilities > AA/SG Eligibility Notices and Decisions.



2. On the AA/SG Eligibility Notices and Decisions page, select the Document Name of Advance Notice of Termination of Subsidized Guardianship At Age 18. The page will refresh and identify those children from your county that are expected to turn 18 in 120 days. Select the Select All checkbox to select all or select the checkbox next to each of the children you will be sending the notification for. After your selections have been made, click the Print button. This will open the documents for all of the children.

**Note:** This notice is used to collect high school information for the purpose of determining continued eligibility for Subsidized Guardianship after a child turns 18 years of age.

**Note:** If the notice should not be sent, click the Delete hyperlink next to the associated notice. Click Yes to the pop-up to permanently remove the notice. This will remove the notice from the list and no copy will be saved.

AA/SG Eligibility Notices and Decisions - Windows Internet Explorer

eWiSACWIS

Document Name: Advance Notice of Termination of Subsidized Guardianship At Age 18 County: Milwaukee

Create Template

<input type="checkbox"/> Select All	Split Payment	Payee Name	Child Name ▲	Turns 18	Graduation Date	Case ID	Decision	
<input type="checkbox"/>		Nancy Gaston	Collie, Cal	07/01/2009	08/31/2009	9222622	n/a - R	<a href="#">Delete</a>
<input type="checkbox"/>		Nancy Gaston	Collie, Cali	07/25/2009	08/02/2010	9222590	n/a	<a href="#">Delete</a>
<input type="checkbox"/>		Nancy Gaston	Collie, Holly	07/05/2009	08/01/2010	9222631	n/a - R	<a href="#">Delete</a>

Print Save Close

Done Local intranet | Protected Mode: Off 100%

- Click the Print button to print all of the notifications. Then click the Close and Return to eWiSACWIS button.

**ADVANCE NOTICE OF TERMINATION OF SUBSIDIZED GUARDIANSHIP AT AGE 18**

**Use of form:** This form is voluntary and is used to collect high school information for the purpose of determining continued eligibility for Subsidized Guardianship after a child turns 18 years of age. Personally identifiable information on this form is used to verify the information necessary for providing benefits and will be used only for this purpose.

**IN ORDER TO DETERMINE IF YOUR CHILD IS ELIGIBLE FOR SUBSIDIZED GUARDIANSHIP AFTER AGE 18, COMPLETE AND RETURN THIS FORM BY DUE DATE: 03/14/2012**

Provide Guardian's Names and Address Below.

**NANCY GASTON**  
**1245 RIVER ROAD**  
**MADISON WI 53701**

Today's Date: 06/21/2011

**Child Information**

Name: Celle, Cal  
 Birthdate: 07/01/1991  
 18<sup>th</sup> Birthdate: 07/01/2009  
 Case ID Number: 9222622

**Mail or fax form to: Subsidized Guardianship Accountant, MILWAUKEE CTY. DEPT. OF HEALTH & HUMAN SERVICES, 1220 W. Vliet Street, Milwaukee, WI 53205.**  
**Fax Number: (414) 289-6844 Telephone Number: (414) 289-6897**

Name of high school your child attends: \_\_\_\_\_  
 Date of expected graduation from high school: \_\_\_\_\_ (mm/yyyy)

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Will your child be in a full-time high school / GED program after age 18?
<input type="checkbox"/>	<input type="checkbox"/>	Will you be supporting your child after age 18?
<input type="checkbox"/>	<input type="checkbox"/>	Is your child married? If "Yes", date of marriage: _____ (mm/yyyy)
<input type="checkbox"/>	<input type="checkbox"/>	Has your child entered the military? Date of military enlistment: _____ (mm/dd/yyyy)

**WHAT ARE THE REQUIREMENTS FOR A CHILD TO QUALIFY FOR SUBSIDIZED GUARDIANSHIP AFTER AGE 18?**

Your child must meet **ALL** of the following conditions to be eligible for Subsidized Guardianship (payment and Medical Assistance) after age 18:

- Your child is attending high school or a GED program full-time after age 18.
- You are supporting your child.
- Your child is not married.
- Your child is not in the military.

Subsidized Guardianship benefits (payment and Medical Assistance) will continue until the month of high school graduation or age 19, whichever comes first. **You will receive a notice of the decision on your child's eligibility for Subsidized Guardianship within 30 days from the date you return this form. If you do not receive this notice within 30 days, call (414) 289-6897.**

**REASONS YOUR CHILD MAY NOT BE ELIGIBLE FOR SUBSIDIZED GUARDIANSHIP AFTER AGE 18:**

- On the AA/SG Eligibility Notices and Decisions page, click the Save button. This will remove the notifications from the list and update the SG Eligibility Notices and Decisions Template History group box on the Subsidized Guardianship Eligibility Determination page and indicate they have been sent/printed.

- On the AA/SG Eligibility Notices and Decisions page, select the Document Name of Notice of Decision on Subsidized Guardianship Eligibility Status After 18. The page will refresh and identify those children from your county that are expected to turn 18 in 60 days. Select the Select All checkbox to select all or select the checkbox next to each of the children you will be sending the notification for. After your selections have been made, click the Print button. This will open the documents for all of the children.

**Note:** This form is used to notify guardians of their child's eligibility for Subsidized Guardianship after a child turns 18 years of age.

**Note:** If the notice should not be sent, click the Delete hyperlink next to the associated notice. Click Yes to the pop-up to permanently remove the notice. This will remove the notice from the list and no copy will be saved.

Document Name: Notice of Decision on Subsidized Guardianship Eligibility Status After 18 County: Milwaukee

Create Template

<input type="checkbox"/> Select All	Split Payment	Payee Name	Child Name ▲	Turns 18	Graduation Date	Case ID	Decision	
<input type="checkbox"/>		Nancy Gaston	Collie, Cal	07/01/2009	08/31/2009	9222622	Stop Grad	<a href="#">Delete</a>
<input type="checkbox"/>		Nancy Gaston	Collie, Cali	07/25/2009	08/15/2009	9222590	Stop Grad	<a href="#">Delete</a>
<input type="checkbox"/>		Nancy Gaston	Collie, Cali	07/25/2009	08/02/2010	9222590	Stop 19	<a href="#">Delete</a>
<input type="checkbox"/>		Nancy Gaston	Collie, Holly	07/05/2009	08/01/2010	9222631	Stop 19	<a href="#">Delete</a>
<input type="checkbox"/>		Nancy Gaston	Collie, Holly	07/05/2009	08/16/2009	9222631	Stop Grad	<a href="#">Delete</a>

[Print](#) [Save](#) [Close](#)

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- Click the Print button to print all of the notifications. Then click the Close and Return to eWiSACWIS button.

**ADVANCE NOTICE OF TERMINATION OF SUBSIDIZED GUARDIANSHIP AT AGE 18**

**Use of form:** This form is voluntary and is used to collect high school information for the purpose of determining continued eligibility for Subsidized Guardianship after a child turns 18 years of age. Personally identifiable information on this form is used to verify the information necessary for providing benefits and will be used only for this purpose.

**IN ORDER TO DETERMINE IF YOUR CHILD IS ELIGIBLE FOR SUBSIDIZED GUARDIANSHIP AFTER AGE 18, COMPLETE AND RETURN THIS FORM BY DUE DATE: 03/14/2012**

Provide Guardian's Names and Address Below.

**NANCY GASTON**  
**1245 RIVER ROAD**  
**MADISON WI 53701**

Today's Date: 06/21/2011

**Child Information**

Name: Celle, Cal  
 Birthdate: 07/01/1991  
 18<sup>th</sup> Birthdate: 07/01/2009  
 Case ID Number: 9222622

**Mail or fax form to: Subsidized Guardianship Accountant, MILWAUKEE CTY. DEPT. OF HEALTH & HUMAN SERVICES, 1220 W. Vliet Street, Milwaukee, WI 53205.**  
**Fax Number: (414) 289-6844 Telephone Number: (414) 289-6897**

Name of high school your child attends: \_\_\_\_\_  
 Date of expected graduation from high school: \_\_\_\_\_ (mm/yyyy)

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Will your child be in a full-time high school / GED program after age 18?
<input type="checkbox"/>	<input type="checkbox"/>	Will you be supporting your child after age 18?
<input type="checkbox"/>	<input type="checkbox"/>	Is your child married? If "Yes", date of marriage: _____ (mm/yyyy)
<input type="checkbox"/>	<input type="checkbox"/>	Has your child entered the military? Date of military enlistment: _____ (mm/dd/yyyy)

**WHAT ARE THE REQUIREMENTS FOR A CHILD TO QUALIFY FOR SUBSIDIZED GUARDIANSHIP AFTER AGE 18?**

Your child must meet **ALL** of the following conditions to be eligible for Subsidized Guardianship (payment and Medical Assistance) after age 18:

- Your child is attending high school or a GED program full-time after age 18.
- You are supporting your child.
- Your child is not married.
- Your child is not in the military.

Subsidized Guardianship benefits (payment and Medical Assistance) will continue until the month of high school graduation or age 19, whichever comes first. **You will receive a notice of the decision on your child's eligibility for Subsidized Guardianship within 30 days from the date you return this form. If you do not receive this notice within 30 days, call (414) 289-6897.**

**REASONS YOUR CHILD MAY NOT BE ELIGIBLE FOR SUBSIDIZED GUARDIANSHIP AFTER AGE 18:**

- On the AA/SG Eligibility Notices and Decisions page, click the Save button. This will remove the notifications from the list and update the SG Eligibility Notices and Decisions Template History group box on the Subsidized Guardianship Eligibility Determination page and indicate they have been sent/printed.

## Documenting a Determination When the Child is Over Age 18

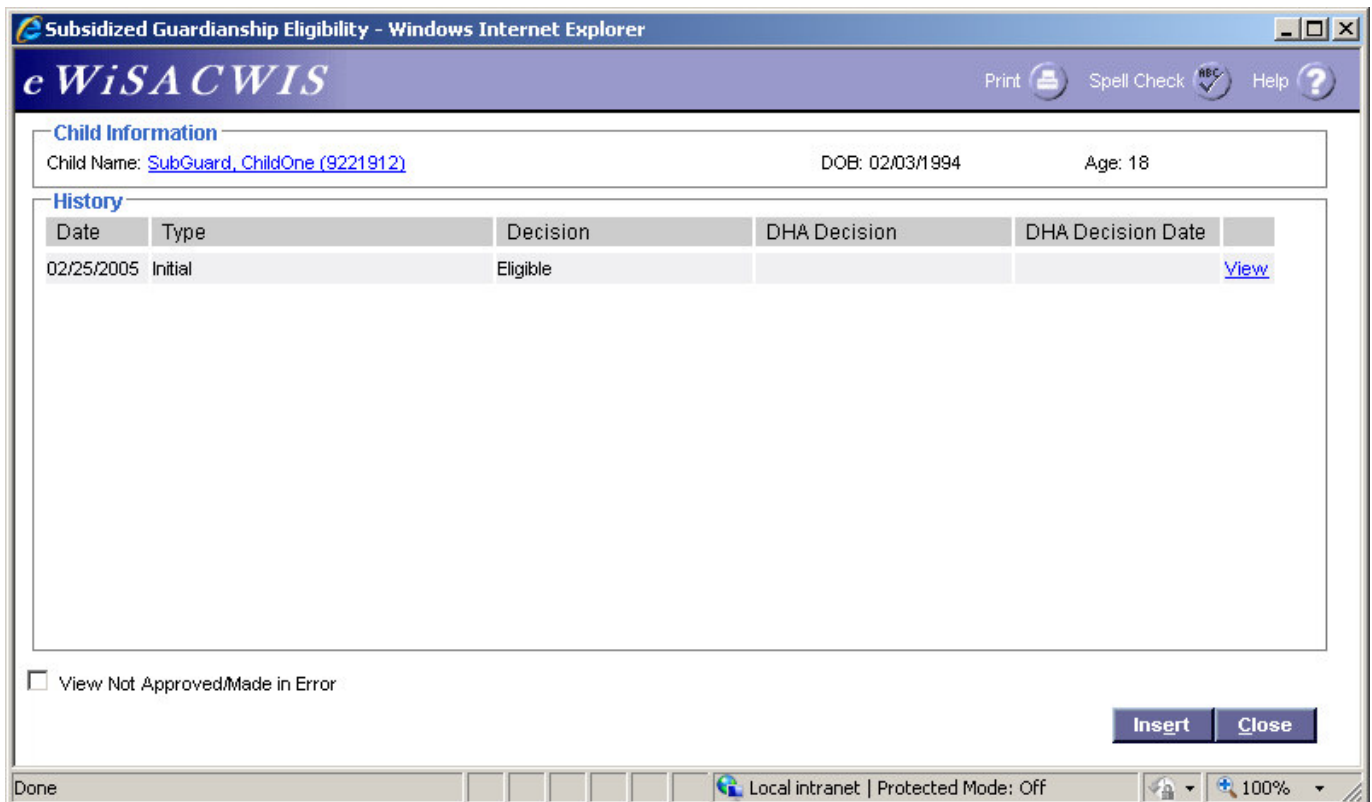
When a child is approaching or is over the age of 18 years, continued subsidized guardianship eligibility needs to be established.

1. To document the determination for a child who is over 18 years of age, access the existing Subsidized Guardianship Eligibility page by clicking the hyperlink under the Eligibility section of the child's Subsidized Guardianship case.



**Note:** If this is the first determination being documented for the child (an initial determination does not exist), create a new Subsidized Guardianship Eligibility page by selecting Subsidized Guardianship Eligibility from the Eligibility drop-down on the Create Case Work page.

2. Click the Insert button on the Subsidized Guardianship Eligibility page to launch a new Subsidized Guardianship Eligibility Determination page.



3. Select Child Over 18 from the Type of Determination drop-down. Enter a date in the Effective Date field.

**Subsidized Guardianship Eligibility Determination -- Webpage Dialog**

**eWiSACWIS** TM Print Spell Check Help ?

**Child Information**

Child Name: SubGuard, ChildOne (9221912) DOB: 02/03/1994 Age: 18

Type of Determination: Child Over 18 Effective Date: 02/06/2012 Eligibility Status: Pending

**High School Information**

High School Name: Sacwis High School

Anticipated high school graduation date: 06/16/2012

Date first High School Information form signed: 00/00/0000

Date last High School Information form signed: 00/00/0000

**Eligibility After Age 18**

Question 1:  
☐ Yes ☐ No Will your child be in a full-time high school/GED program after age 18?

Question 2:  
☐ Yes ☐ No Will you be supporting your child after age 18?

Question 3:  
☐ Yes ☐ No Is your child married? Date of marriage: 00/00/0000

Question 4:  
☐ Yes ☐ No Has your child entered the military? Date of military enlistment: 00/00/0000

**SG Eligibility Notices and Decisions Template History**

Document Name	Created	Decision	Printed	Not Printed
Options: <u>Go</u> <u>Go</u> <u>Save</u> <u>Close</u>				

4. Make the appropriate Yes or No selection for each question listed on the page. Once all of the questions have been answered, click the Save button. The Eligibility Status will be updated to either 'Continue Payment' or 'Terminate.'
5. If the child is 4 months from his or her 18<sup>th</sup> birthday, eWiSACWIS automatically creates the forms notifying the family of advance notice to terminate the Subsidized Guardianship eligibility at age 18. The forms for the child will automatically display in the SG Eligibility Notices and Decisions Template History group box. You can launch these templates from the AA/SG Eligibility Notices and Decisions page off of the Utilities menu if they have not been printed. If additional notices need to be created, click the Insert button and select the appropriate document.
6. Once the eligibility status has been determined the determination record can be approved. Select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button and click Continue. You are returned to the Subsidized Guardianship Eligibility Determination page. Click Save to send the determination for approval to your supervisor.
7. Click Close to return to the Subsidized Guardianship Eligibility page.

Subsidized Guardianship Eligibility - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

**Child Information**

Child Name: [SubGuard\\_ChildOne \(9221912\)](#) DOB: 02/03/1994 Age: 18

**History**

Date	Type	Decision	DHA Decision	DHA Decision Date	
02/25/2005	Initial	Eligible			<a href="#">View</a>
02/06/2012	Child Over 18	Terminate			<a href="#">View</a>

☐ View Not Approved/Made in Error

[Insert](#) [Close](#)

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8. Click Close to return to your desktop.

## Documenting a Determination When the Child is Over 19

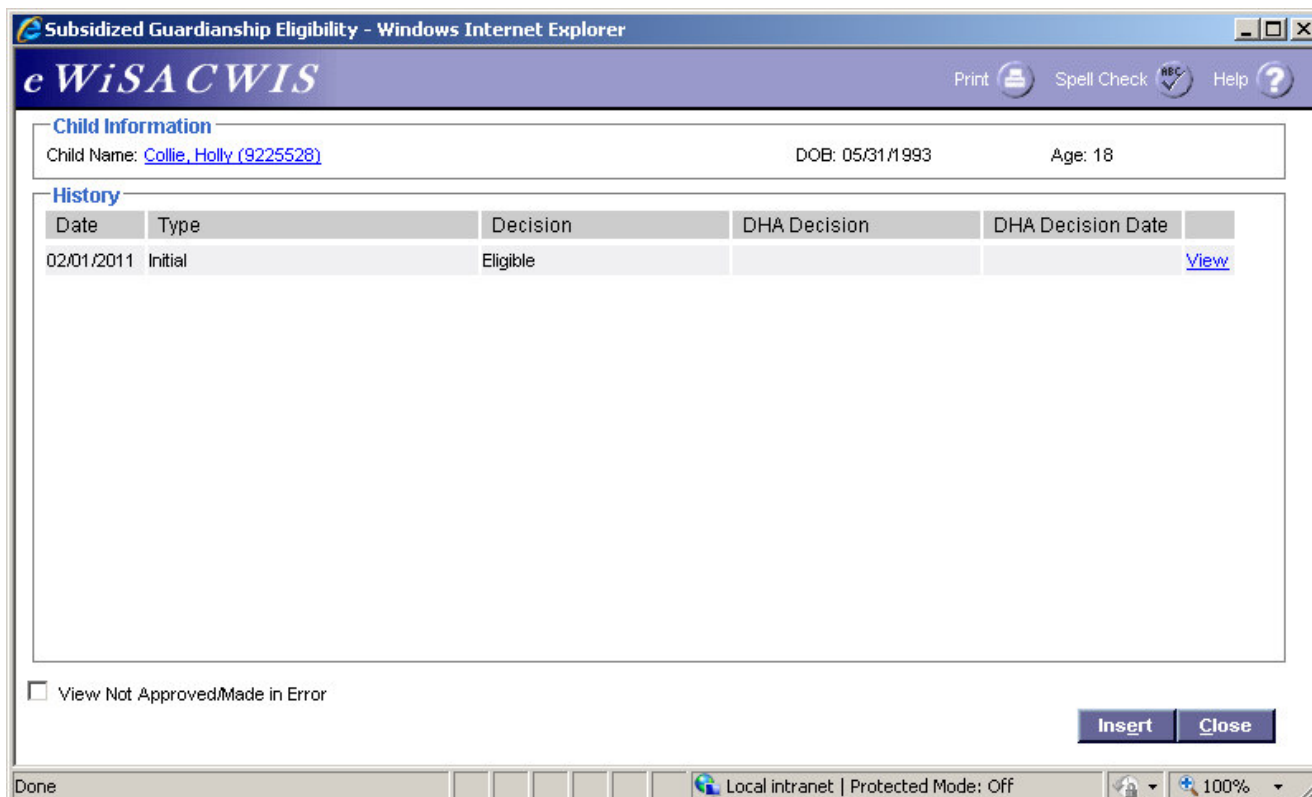
When a child is approaching or is over the age of 19 years, continued subsidized guardianship eligibility needs to be established.

1. To document the determination for a child who is over 19 years of age, access the existing Subsidized Guardianship Eligibility page by clicking the hyperlink under the Eligibility section of the child's Subsidized Guardianship case.



**Note** If this is the first determination being documented for the child (an initial determination does not exist), create a new Subsidized Guardianship Eligibility page by selecting Subsidized Guardianship Eligibility from the Eligibility drop-down on the Create Case Work page.

2. Click the Insert button on the Subsidized Guardianship Eligibility page to launch a new Subsidized Guardianship Eligibility Determination page.



3. Select Child Over 19 from the Type of Determination drop-down. Enter a date in the Effective Date field.

**Subsidized Guardianship Eligibility Determination -- Webpage Dialog**

**eWiSACWIS** TM Print Spell Check REC Help ?

**Child Information**

Child Name: Collie, Holly (9225528) DOB: 05/31/1993 Age: 18

Type of Determination: Child Over 19 Effective Date: 02/03/2012 Eligibility Status: Pending

**High School Information**

High School Name: Sacwis High School

Anticipated high school graduation date: 06/16/2012

Date first High School Information form signed: 00/00/0000

Date last High School Information form signed: 00/00/0000

**Eligibility After Age 19**

Question 1:  
☐ Yes ☐ No Do you believe your child has a mental or physical handicap which warrants a continuation of subsidized guardianship?  
☐ Parent's description of handicap received

Question 2:  
☐ Yes ☐ No Is your child eligible for any other benefits; e.g. SSI, SSA, or VA benefits or other unearned income?

Question 3:  
☐ Yes ☐ No Will your child be in a full-time high school/GED program after age 19?

Question 4:  
☐ Yes ☐ No Will you be supporting your child after age 19?

Question 5:  
☐ Yes ☐ No Is your child married? Date of marriage: 00/00/0000

Question 6:

Options:  **Go** **Save** **Close**

4. Once all of the questions have been answered Yes or No, click the Save button. Once the system has determined that all of the questions have been answered Yes or No, the Eligibility Status will be updated to either 'Continue Payment' or 'Terminate.'
5. eWiSACWIS automatically creates the forms notifying the family of advance notice to terminate the Subsidized Guardianship eligibility at age 18. The forms for the child will automatically display in the SG Eligibility Notices and Decisions Template History group box. You can launch these templates from the AA/SG Eligibility Notices and Decisions page off of the Utilities menu if they have not been printed. If additional notices need to be created, click the Insert button and select the appropriate document.
6. Once the eligibility status has been determined the determination record can be approved. Select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button and click Continue. You are returned to the Subsidized Guardianship Eligibility Determination page. Click Save to send the determination for approval to your supervisor.
7. Click Close to return to the Subsidized Guardianship Eligibility page.

Subsidized Guardianship Eligibility - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

**Child Information**

Child Name: [Collie, Holly \(9225528\)](#) DOB: 05/31/1993 Age: 18

**History**

Date	Type	Decision	DHA Decision	DHA Decision Date	
02/01/2011	Initial	Eligible			<a href="#">View</a>
02/03/2012	Child Over 19	Terminate			<a href="#">View</a>

☐ View Not Approved/Made in Error

[Insert](#) [Close](#)

Done Local intranet | Protected Mode: Off 100%

8. Click Close to return to your desktop.



## Reactivating a Child After Subsidized Guardianship Ends

When a Subsidized Guardianship case is closed, the 'ReActivate' hyperlink will appear in the biological family case (Inactivate Participants group box). Select the ReActivate hyperlink to open the Participant Status page. Once the Participant Status page is completed and saved, the child's status will change to 'Active' which will allow workers to create case work for the child again in the family case.

Maintain Case - ID:9222665 - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

Case: 9222665

Name: Zeus, Mother Case Type: Child Welfare Status: Open 10/03/2011

County: Green Site/Region: Green - Monroe

CARES Case #: County Case #: ☐ Restricted Designation: Details

**Participants** Address Collaterals Closing/Merge History

**Active Participants**

Name	Rsp	Hshld	DOB	Gndr	Relationship	Legal	Prg		
<a href="#">Zeus, Deuce (9225798)</a>	<input checked="" type="checkbox"/>	Y	03/03/2007	F	Biological Child	N/A	N	<a href="#">DeActivate</a>	<a href="#">Remove</a>
<a href="#">Zeus, Mother (9225636)</a>	<input checked="" type="checkbox"/>	Y	06/01/1977	F	Reference Person	N/A	N	<a href="#">DeActivate</a>	<a href="#">Remove</a>

Number of Household Members: 2 [Insert](#)

**Inactivate Participants**

**Inactivate Participants**

Name	Rsp	Hshld	DOB	Gndr	Relationship	Legal	Prg		
<a href="#">Zeus, Boy (9225635)</a>	<input checked="" type="checkbox"/>	Y	05/17/1999	M	Biological Child	<a href="#">Guard. to Relative! (48.977)</a>	N	<a href="#">ReActivate</a>	

Options:  [Go](#) [Save](#) [Close](#)

Done Local intranet | Protected Mode: Off 100%